

## **Appendix A: Reporting Templates**

### **Templates for Reporting New Starts Information**

## Template 1: Project Description

PROJECT DESCRIPTION		
<b>Name of Project</b>		
<b>Participating Agencies</b>		
<b>Lead Agency</b>	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
<b>Metropolitan Planning Organization</b>	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
<b>Transit Agency</b>	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
<b>State Department of Transportation</b>	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
<b>Other Relevant Agencies</b>	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	

PROJECT DESCRIPTION		
<b>Project Function</b>	<i>Summarize or reference documentation addressing the following:</i>	
	Purpose and Need	
	Goals and Objectives	
	Relationship of project to regional transportation system including:	
	Intermodal access points	
	Impact of project on overall use of regional transportation system	
	Stations with major transfer facilities to other modes	
	Number of vehicles/rolling stock	
	<b>Interim Segments/Phasing</b>	Length (miles)
Mode/Technology		
Utilization of Existing Tracks/Right of Way		
Number of Stations		
Location of Stations		
Stations with Park and Ride Lots identifying number of parking spaces		
Stations with major transfer facilities to other modes		
Number of vehicles/rolling stock		
<b>Type of Alignment by Segment (number of miles)</b>		Above grade
	Below grade	
	At grade	
	Exclusive	
	Mixed Traffic	
<b>Current Status of Existing Right of Way</b>	Ownership – who owns the right of way?	
	Current Use: active freight or passenger service?	
	Abandoned?	

PROJECT DESCRIPTION			
Project Planning Dates	Base Year	Opening Year	Forecast Year
Capital Cost Estimate	Constant dollars		
	Year of Expenditure		
Levels of Service	Headways		
	Weekday Peak		
	Weekday Off-peak		
	Weekday Evening		
	Weekend		
	Hours of Service		
	Weekday		
	Weekend		
Travel Demand Estimates	Project Boardings	Opening Year	Forecast Year
	Average Weekday		
	Peak Period		
	Midday		
	Evening		
	Weekend		
	Peak Hour		
	Pk Hr, Peak Direction		
	Peak Load		
	Annual		
	Transit System Linked Trips <sup>10</sup>	Opening Year	Forecast Year
	Average Weekday		
	Annual		
	Annual New Riders		
Linked Trips if Proposed System Operated with Current Land Use Patterns and Population/Employment <sup>11</sup> (see Section 3.5)		Build Alternative	
Corridor Travel Markets	Linked Trips in Forecast Year	Number	Percent
	To Central Business District		
	To Suburban Employment/Activity Centers		
	Work Trips		
	Non work trips		

<sup>10</sup> Linked Trips refer to trips that begin at the trip origin and end at the FINAL destination. One linked trip could be composed of several unlinked trips such as driving to a park and ride, riding a commuter train, and taking a bus to the final destination is all one linked trip which is made up of three unlinked trips and two transit system boardings.

<sup>11</sup> Project sponsor shall generate this estimate by running their regional travel demand model using the proposed project transit network, the existing highway network, and existing populationa and employment estimates. If the proposed project is within 5 years of the planned opening year, opening year estimates can substitute for this measure.

PROJECT DESCRIPTION		
<b>Project Milestones/ Schedule</b>	<i>Key Milestones in Project Planning and Development</i>	
	Planning Milestones	<i>Date</i>
	Planning Studies Initiated	
	Planning Studies Completed	
	LPA selected	
	LPA included in the financially constrained long range plan	
	Proposed Implementation Schedule	<i>Anticipated Dates</i>
	Included in Financially Constrained TIP	
	Initiation of DEIS	
	Completion of DEIS	
	Initiation of FEIS	
	Completion of FEIS	
	FPGA (if proposed by FTA)	
	Start-up	
	Public Referenda (if necessary)	
<b>Project Management</b>		
<b>Project Manager</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Agency CEO</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Key Staff: Overall New Starts Criteria</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Key Staff: Ridership Forecasts</b>	Name	
	Address	
	Phone	
	Fax	
	Email	

PROJECT DESCRIPTION		
<b>Project Management</b>		
<b>Key Staff: Cost Estimates</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Key Staff: Environmental Documentation</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Key Staff: Land Use Assessment</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Key Staff: Financial Assessment</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Key Staff: Project Maps</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Contractors</b>		
<b>Current Prime Contractor</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Prime Contractor: Project Manager</b>	Name	
	Address	
	Phone	
	Fax	
	Email	

PROJECT DESCRIPTION		
<b>Current Subcontractors</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Previous Planning Consultants</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
	Name	
	Address	
	Phone	
	Fax	
	Email	

## Template 2: Certification of Technical Assumptions

### LEAD AGENCY CERTIFICATION OF TECHNICAL ASSUMPTIONS IN THE DEVELOPMENT OF THE NEW STARTS CRITERIA SUBMISSION

The (Name of Submitting Agency), acting in the capacity as lead agency for (Project Name), the proposed New Starts project, understands that the Section 5309 New Starts criteria are used to evaluate the worthiness of proposed projects across the nation and that it is important that project sponsors address the criteria in a consistent manner.

As Chief Executive Officer of (Name of Submitting Agency) I hereby certify that (Name of Submitting Agency) has followed FTA's Reporting Instructions on Section 5309 New Starts Criteria in the preparation of this submission, including:

- Assuming identical highway and transit networks outside the corridor for the Baseline and the Build alternatives for the travel demand forecasts;
- Defining the build alternative as the project for which we are seeking FTA New Starts funding ;
- Developing ridership forecasts for the New Starts project that are based on the same set of growth forecasts and land use assumptions that are used to estimate ridership for the Baseline alternative;
- Allocating the population and employment growth on the basis of locally adopted land use plans;
- Analyzing the Build and Baseline Alternatives within the same basic policy setting, i.e., the model assumptions, parameters, and inputs are the same for all alternatives except for changes in the transportation network or other data that are directly attributable to each alternative.
- Reporting the New Starts criteria and specific measures only for the Section 5309 New Starts transit investment and not for the complete build alternative.

Any methods and assumptions that differ from those described in this section have been discussed with and concurred in by FTA.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

### Template 3: Travel Time Savings Worksheet

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Line	Variable	Value	Source/Calculation
1	Weekday User Benefits (Expenditure Savings in Hours) New Starts baseline vs. build alternative		Source: Output from SUMMIT travel demand evaluation software for change in User Expenditures between the New Starts baseline and build alternatives.
2	Annualization Factor		Source: Value that converts daily estimates to annual estimates.
3	Total Annual Travel Time Savings		Calculation: Multiply change in weekday User Expenditures in Hours (Line 1) by annualization factor (Line 2).

*Project sponsors are to submit the output file from the SUMMIT User Benefit calculation to FTA.*

## Template 4: Low Income Households Worksheet

Census Tract	Number of Total Households	Number of Low-Income Households	Fraction of Tract within 1/2 mi. of New Start Project's Boarding Points	Number of Total HH's within 1/2 Mile of Boarding Points	Number of Low-Inc. HH's within 1/2 Mile of Boarding Points
<b>For each station on New Starts Project</b>					
<b>Station 1</b>					
1001					
1002.01					
1002.03					
1003					
<b>Subtotal</b>					
<b>Station 2</b>					
1025					
1026					
1027					
<b>Subtotal</b>					
<b>Station 3, etc.</b>					
1030.01					
1030.02					
1041					
1042					
<b>Subtotal</b>					
<b>Total for All Boarding Points</b>					

Note:  
Attach map showing census tracts and  
transit system

Source: U.S. Census Data:  
Total Households

Source: U.S. Census Data:  
Households with  
"income below  
poverty level"

Source:  
GIS or visual  
estimation

Calculation:  
Number of Total  
Households \* Fraction  
within 1/2 mile

Calculation:  
Number of Low-  
Income Households \*  
Fraction within 1/2  
mile

## Template 5: Employment Worksheet

Traffic Analysis Zone (TAZ)	Total Employment in TAZ	Fraction of TAZ within 1/2 mi. of New Starts Project's Boarding Points	Number of Total Jobs within 1/2 Mile of Boarding Points
<b>For each station on New Starts Project</b>			
<b>Station 1</b>			
25			
26			
27			
28			
<b>Subtotal</b>			
<b>Station 2</b>			
156			
162			
163			
<b>Subtotal</b>			
<b>Station 3, etc.</b>			
1025			
1030			
1035			
1036			
<b>Subtotal</b>			
<b>Total for All Boarding Points</b>			

Note:  
Attach map showing  
TAZ's and transit  
system

Source:  
GIS or visual  
estimation

Source:  
Regional travel  
demand model  
TAZ information  
file

Calculation:  
Number of Jobs \*  
Fraction within 1/2  
mile

## Template 6: Environmental Benefits

Vehicle Class	Regional VMT/year (millions)		Emission Factor (g/mi)				Annual Emissions (tons)								Change in Emissions (tons per year)				Energy Consumption	Change in BTU/year (millions)	CO2 Consumption	Change in CO2 Emissions/year	
	New Starts Baseline	New Starts Build					New Starts Baseline				New Starts Build				Build vs. Baseline				(BTU/Veh-mile)	New Starts Build vs. New Starts Baseline	(Tons CO2/ Million BTU)	New Start Build vs. New Starts Baseline	
			CO	NOx	VOC	PM-10	CO	NOx	VOC	PM-10	CO	NOx	VOC	PM-10	CO	NOx	VOC	PM-10					
Passenger Veh. (LDV/LDT)																			6233		0.0765		
Heavy-Duty Vehicle																			22046		0.0788		
Bus/Diesel																			41655		0.0788		
Bus/CNG																			41655		0.0585		
Bus/LPG																			41655		0.0678		
Bus/M85 or E85																			41655		0.0765		
Bus Electric																			41655		0.0665		
Light or Heavy Rail/Electric																			77739		0.0665		
Commuter Rail/Diesel			7.48	22.43	202.04	5.08													100000		0.0788		
Commuter Rail/Electric																			100000		0.0665		
Total																							

## Template 7: Change in Operating Cost Per Passenger Mile Worksheet

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Line	Factor	Alternative		Comparison	Source/Calculation
		New Starts Baseline	New Starts Build	Build vs. Baseline	
1	System Annual Operating Cost (millions)				Source: Transit system operating costs, current and projected
2	System Annual Passenger-Miles (millions)				Source: Forecast system passenger-miles from regional travel model or other ridership projection model
3	Cost per Passenger-Mile (\$/mi)				Calculation: Annual Operating Cost / Annual Passenger-Miles (Line 1/ Line 2)

## Template 8: Annualized Capital Cost Worksheet

This Template is Completed for Each Alternative (CIRCLE ONE)

NEW STARTS BASELINE				NEW STARTS PROJECT	
Item	Units (if applicable)	Useful Life (Years)	Annualization Factor	Total Cost (millions)	Annualized Cost (millions)
Right-of-way		100	0.070		
Right-of-way preparation (major grading, etc.)		100	0.070		
Structures		30	0.081		
Trackwork (meters)		30	0.081		
Signals, electrification (meters)		30	0.081		
Pavement, parking lots, grade crossings		20	0.094		
Rail vehicles (#)		25	0.086		
Buses (#)		12	0.126		
Contingencies		Add item-specific contingency to line items			
Engineering, construction management		Allocate proportionally			
Total					

Calculation:  
 Annual Cost = Total  
 Cost \* Annualization  
 Factor

Source:  
 New Start or TSM  
 capital cost  
 estimates

## Template 9: Cost-Effectiveness Worksheet – User Benefits

Line	Variable	Alternative		Change	Annual Factor	Annual Total	Source/Calculation
		New Starts Baseline	New Starts Build				
1	Annualized Capital Cost (current year dollars)						Source: New Starts build and baseline capital cost estimates; annualized. Include documentation as shown on attached annualized cost worksheet).
2	Total Systemwide Annual Operating and Maintenance Cost (current year dollars)						Source: System-wide operating and maintenance cost estimates for New Starts baseline and build alternatives (attach documentation).
3	Total Annualized Cost in Forecast Year (current year dollars)						Calculation: Sum of annualized capital costs (Line 1) and annual O&M (Line 2).
4	Weekday User Expenditure Savings (hours)						Source: Weekday user expenditure savings from SUMMIT travel demand evaluation software. Multiplying the weekday estimate by the Annual factor produces the annual estimate.
5	User Benefits from Off-Model Trips (Identify Source)						Source: Calculate off-model user benefits. Attach documentation. Annual factor is based on number of events for this special trip generator.
6	User Benefits from Off-Model Trips (Identify Source)						Source: Calculate off-model user benefits. Attach documentation. Annual factor is based on number of events for this special trip generator.
7	User Benefits from Off-Model Trips (Identify Source)						
8	Incremental User Benefits (hours)						Calculation: Sum annual user benefit estimates (sum Lines 4 thru 7)
9	Cost-Effectiveness - Incremental Cost (\$) / User Benefits (hours)						Calculation: Divide Incremental Annual Cost (Line 7) by Incremental User Benefits (Line 8) for the New Starts build vs. New Starts baseline alternatives.

## Template 10: Cost-Effectiveness Worksheet – Incremental Cost per Incremental Rider

Line	Factor	Alternative		Build vs. Baseline	Source/Calculation
		New Starts Baseline	New Starts Build		
1	Annualized Capital Cost (current year dollars)				Source: New Starts build and baseline capital cost estimates; Include documentation as shown on attached worksheet (see Template 8).
2	Total Systemwide Annual Operating and Maintenance Cost (current year dollars)				Source: Systemwide operating and maintenance cost estimates for New Starts baseline and build alternatives (attach documentation).
3	Total Annualized Cost in Forecast Year (current year dollars)				Calculation: Total Cost = Annualized Capital Cost + Annual Operating Cost (Line 1 + Line 2)
4	Total Annual Ridership in Linked Trips (forecast year)				Source: Regional travel demand model (attach documentation of factors to annualize daily ridership, if applicable)
5	Incremental Annualized Cost				Calculation: Subtract Total Annualized Costs (Line 3) for the New Starts baseline from New Starts build alternative
6	Incremental Annual Ridership				Calculation: Subtract Total Annual Ridership (Line 4) for the New Starts baseline from New Starts build alternative
7	Cost-Effectiveness (Incremental Cost per New Rider)				Calculation: Divide Incremental Annual Cost (Line 5) by Incremental Annual Ridership (Line 6) for the New Starts baseline vs. New Starts build alternative

## Template 11: Supplemental Land Use Information and Supporting Documentation

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Information Requested	Documentation Supporting Land Use Criterion
<b>I. EXISTING LAND USE</b>	
<b>a. Existing Land Use</b>	
Existing station area development	
Existing station area development character	
Existing station area pedestrian facilities, including access for persons with disabilities	
Existing station area parking supply	

Information Requested	Documentation Supporting Land Use Criterion
<b>II. TRANSIT SUPPORTIVE PLANS AND POLICIES</b> <b>a. Growth Management</b>	
Concentration of development around established activity centers and regional transit	
Land conservation and management	

Information Requested	Documentation Supporting Land Use Criterion
<b>II. TRANSIT SUPPORTIVE PLANS AND POLICIES (continued)</b> <b>b. Transit Supportive Corridor Policies</b>	
Plans and policies to increase station area development	
Plans and policies to enhance transit-friendly character of station area development	
Plans to improve pedestrian facilities, including facilities for persons with disabilities	
Parking policies	

Information Requested	Documentation Supporting Land Use Criterion
<b>II. TRANSIT SUPPORTIVE PLANS AND POLICIES (continued)</b> <b>c. Supportive Zoning Regulations Near Transit Stations</b>	
Zoning ordinances that promote transit supportive development density in transit station areas	
Zoning ordinances and design guidelines that enhance transit-oriented character of station area development and pedestrian access	
Zoning ordinances that support reductions in parking	

Information Requested	Documentation Supporting Land Use Criterion
<b>II. TRANSIT SUPPORTIVE PLANS AND POLICIES (continued)</b> <b>d. Tools to Implement Land Use Policies</b>	
Outreach to government agencies and the community in support of land use planning	
Regulatory and financial incentives to promote transit supportive development	
Efforts to engage the development community in station area planning and transit supportive development	

Information Requested	Documentation Supporting Land Use Criterion
<b>III. PERFORMANCE AND IMPACTS OF LAND USE POLICIES</b> <b>a. Performance of Land Use Policies</b>	
Demonstrated cases of developments affected by transit supportive policies	
Station area development proposals and status	

Information Requested	Documentation Supporting Land Use Criterion
<b>III. PERFORMANCE AND IMPACTS OF LAND USE POLICIES (continued)</b> <b>b. Potential Impact of Transit Project on Regional Land Use</b>	
Adaptability of station area land for development	
Corridor economic environment	

Information Requested	Documentation Supporting Land Use Criterion
<b>IV. OTHER LAND USE CONSIDERATIONS (Optional)</b>	
<p>Otherwise unidentified circumstances, conditions, or constraints under which the transit agency operates and which influence local and regional land use policies, plans, and implementation</p>	

## Template 12: Quantitative Land Use Information

Project sponsors should adhere to the following guidelines when completing this template:

1. Please indicate the specific year for reporting base and forecast year estimates.
2. Please report the density of population and employees *per mile* (not per acre).

Population and Employment Data – Metropolitan Area, CBD, and Corridor			
Data	Base Year __ __	Forecast Year 20 __	Growth (%)
Metropolitan Area			
Total Population			
Total Employment			
Central Business District <sup>12</sup>			
Total Employment			
Employment – Percent of Metropolitan Area			
Employment Density (e.g., employees/acre)			
Corridor			
Total Population			
Total Employment			
Population – Percent of Metropolitan Area			
Employment – Percent of Metropolitan Area			
Corridor Land Area (sq. mi.)			
Population Density (persons per sq. mi.)			
Employment Density (jobs per sq. mi.)			
Population and Employment Data -- Station Area (1/2-mile radius) <sup>13</sup>			
Data	Base Yr. ____	Forecast Yr. 20__	Growth (%)
Total, All Station Areas			
Housing Units			
Population			
Employment			
Land Area (indicate sq. mi.)			
Housing Unit Density (units per sq. mi.)			

<sup>12</sup> Optionally, employment for the largest activity center(s) served by the New Start project may be reported.

<sup>13</sup> See “Mobility Benefits” section for guidance on calculating station-area households and Appendix B for a sample methodology for estimating station area population, households, and employment.

Population Density (persons per sq. mi.)			
Employment Density (persons per sq. mi.)			
Station Area 1 <sup>14</sup>			
Housing Units			
Population			
Employment			
Land Area (indicate units) <sup>15</sup>			
Housing Unit Density (units per sq. mi.)			
Population Density (persons per sq. mi.)			
Employment Density (persons per sq. mi.)			
Station Area 2, etc.			
Housing Units			
Population			
Employment			
Land Area (indicate units)			
Housing Unit Density (units per sq. mi.)			
Population Density (persons per sq. mi.)			
Employment Density (persons per sq. mi.)			

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<sup>14</sup> Unlike previous years, reporting of data by individual station area is required.

<sup>15</sup> This is only necessary in the case of overlapping station areas, or other cases in which the data refer to an area other than a circle of ½-mile radius. See Appendix B for additional guidance.

## Template 13: New Starts Project Finance Worksheet

<b>PROJECT NAME:</b>			
Total Capital Cost (Current Year \$) (1)		Total Capital Cost (Year of Exp.) (2)	
Section 5309 New Starts Share (YOE)(3)		Percent of Total Cost (YOE) (4)	
<b>Capital Cost Non Section 5309 New Starts Share (Year of Expenditure)</b>			
<b>Other Federal Sources (Non-5309 New Starts) (5)</b>	<b>Type of Funds (6)</b>	<b>Dollar Amount</b>	<b>% Total Capital Cost</b>
1)			
2)			
3)			
4)			
<b>State Sources (7)</b>	<b>Type of Funds (8)</b>	<b>Dollar Amount</b>	<b>% Total Capital Cost</b>
1)			
2)			
3)			
4)			
5)			
<b>Local Sources (9)</b>	<b>Type of Funds (10)</b>	<b>Dollar Amount</b>	<b>% Total Capital Cost</b>
1)			
2)			
3)			
4)			
5)			
6)			
<b>Private Sector/In-kind match/Other(11)</b>	<b>Type of Match/Funding (12)</b>	<b>Value (13)</b>	<b>% Total Capital Cost</b>
1)			
2)			
3)			
<b>TOTAL NON-SECTION 5309 SHARE</b>			

**Reference Notes**

1. Total Capital Costs from the most recent estimates in current year dollar amounts.
2. Total Capital Costs escalated to the year of expenditure using a standard rate of inflation such as the Consumer Price Index (CPI).
3. The share of Section 5309 New Starts Funds anticipated to be made available for construction in year of expenditure dollars.
4. The percentage of the Section 5309 New Starts Funds in year of expenditure dollars of the total Capital Cost in year of expenditure dollars.
5. This section refers to sources of federal funds such as FTA Section 5307, Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), Section 5309 Rail Modernization, or any other federal funds anticipated for the project other than Section 5309 New Starts funds.
6. Type of Funds is the source program and type of federal funding.
7. State funding sources include those provided by State agencies, State legislatures, and exclude federal and local funding sources.
8. Type of Funds may include bonds, dedicated sales tax, annual legislative appropriation, transportation trust funds, or any other potential state funding source.
9. Local Sources of Funds include Municipal, City, County, Township, or Regional funding anticipated to be allocated towards construction costs.
10. Type of Funds may include bonds, dedicated sales tax, annual legislative appropriation, regional transportation trust funds, or any other potential local funding source.
11. Private Sector, In-Kind Match, Other; includes donations of right-of-way, construction of stations or parking, or the provision of funding for a New Starts project from a non-governmental entity, business, or business association.
12. Type of Match or Funding describes the right-of-way, station construction, funding source, or other match provided by a private sector entity.
13. Approximate dollar value, escalated to the year of construction, or the construction services, funding, or other resource for the New Starts project provided by a private entity, and the Fair Market Value of any real estate purchased.

<b>Project Name:</b>			
<b>New Starts Project Financial Commitment</b>			
<b>Other Federal Sources (Non-5309 New Starts) (14)</b>	<b>New/Existing (15)</b>	<b>Status(16)</b>	<b>Supporting Documents (17)</b>
1)			
2)			
3)			
4)			
<b>State Sources (18)</b>	<b>New/Existing</b>	<b>Status</b>	<b>Supporting Documents</b>
1)			
2)			
3)			
4)			
5)			
<b>Local Sources (19)</b>	<b>New/Existing</b>	<b>Status</b>	<b>Supporting Documents</b>
1)			
2)			
3)			
4)			
5)			
6)			
<b>Private Sector/In-kind Match/Other (20)</b>	<b>New/Existing</b>	<b>Status</b>	<b>Supporting Documents</b>
1)			
2)			
3)			
4)			
5)			

**Reference Notes:**

14. This section should correspond to federal funding sources on page 1. Examples include sources of federal funds such as FTA Section 5307, Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), Section 5309 Rail Modernization, or any other federal funds anticipated for the project other than Section 5309 New Starts funds.
15. In this column, it should be noted the source of funding is either a proposed NEW source of funding or an EXISTING revenue source.
16. The following categories and definitions are applied to funding sources:
  - **Committed:** Committed sources are programmed capital funds that have all the necessary approvals (legislative or referendum) to be used to fund the proposed project without any additional action (excluding the annual appropriation process). These capital funds have been formally programmed in the MPO's TIP and any related local, regional, or state capital improvement program or appropriation. Examples include dedicated or approved tax revenues, state capital grants that have been approved by all required legislative bodies, cash reserves that have been dedicated to the proposed project, and additional debt capacity that requires no further approvals and has been dedicated by the transit agency to the proposed project.
  - **Budgeted:** This category is for funds that have been budgeted and/or programmed for use on the proposed project but remain uncommitted, i.e., the funds have not yet received statutory approval. Examples include debt financing in an agency adopted capital improvement plan that has yet to receive final legislative approval, or state capital grants that have been included in the state budget that is awaiting legislative approval. These funds are almost certain to be committed in the near future. Funds will be classified as budgeted where available funding cannot be committed until the FFGA is executed, or due to local practices outside of the project sponsor's control (e.g., the project development schedule extends beyond the TIP period).
  - **Planned:** This category is for funds that are identified and have a reasonable chance of being committed, but are neither committed nor budgeted. Examples include proposed sources that require a scheduled referendum, reasonable requests for state/local capital grants, and proposed debt financing that has not yet been adopted in the agency capital improvement program.
17. This section should reference available supporting documentation submitted in the finance plan. Examples of Supporting Documentation are referenced on page 8 of the Finance Worksheet.
18. This section should correspond to State funding sources on page 1. State funding sources include those provided by State agencies, State legislatures, and exclude federal and local funding sources.
19. This section should correspond to local funding sources on page 1. Local Sources of Funds include any City, County, Township, or Regional funding anticipated to be allocated towards construction costs for the New Starts Project.
20. Private Sector, In-Kind Match, Other; includes donations of right-of-way, construction of stations or parking, or providing funding for a New Starts project from a non-governmental entity, business, or business association.

<b>Project Name:</b>			
<b>Innovative Finance Methods (21)</b>			
<b>State/Local Funding Source (22)</b>	<b>Anticipated Funding Amount (23)</b>	<b>Supporting Documentation (24)</b>	
<b>Operating and Maintenance Cost Worksheet</b>			
<b>Current Transit System Operating Characteristics (can be from National Transit Database) (25)</b>			
<b>Current Sources of Operating Funds (26)</b>	<b>Amount</b>	<b>Type of Funding Source (27)</b>	<b>Annual/Dedicated (28)</b>
Farebox Revenues			
State Revenue Source A			
State Revenue Source B			
State Revenue Source C			
Local Revenue Source A			
Local Revenue Source B			
Local Revenue Source C			
Total			
<b>Summary Data from the Proposed New Starts Project Operating Finance Plan (29)</b>			
New Starts Project Average Annual Operating Cost, Forecast Year Dollar Amount (30)		Total Transit System Annual Operating Cost, Forecast Year Dollar Amount (31)	
<b>Proposed Sources of Operating Funds (32)</b>	<b>Amount</b>	<b>Type of Funding Source</b>	<b>Annual/Dedicated</b>
Farebox Revenues			
State Revenue Source A			
State Revenue Source B			
State Revenue Source C			
Local Revenue Source A			
Local Revenue Source B			
Local Revenue Source C			
Total			

**Reference Notes:**

21. Innovative Finance Methods are unconventional sources of funding which may include State Infrastructure Banks, Public/Private partnerships, Toll Investment Credits, revenue finance methods, etc.
22. The State or local funding sources identified on page one of the Project Finance Worksheet which are considered innovative should be referenced in this section, see notes 7 and 9.
23. The dollar amount of funding which the innovative source of funding is estimated to provide for the project.
24. This section should reference available supporting documentation submitted in the finance plan.
25. The data can be the same as submitted for the most recent year National Transit Database. Otherwise, the baseline alternative transit system operating characteristics may suffice, provided that sufficient detail is provided.
26. These are the existing sources of funds used to support operating expenses of a transit system and typically include a mixture of farebox revenues and State and Local funding sources to fund the existing transit system.
27. Type of revenues may include farebox revenues, advertising revenues, dedicated sales tax, annual legislative appropriation, regional transportation trust funds, property tax assessment, or any other potential local funding source.
28. The Annual/Dedicated column is intended to note whether the funds must be appropriated by legislative action or renewed ANNUALLY, or is the funding DEDICATED to transit system operating expenses independent of annual legislative action.
29. This section is intended to summarize the results of a New Starts transit system operating finance plan. It is not a substitute for an Operating Finance Plan.
30. Annual operating cost of the New Starts Project for the forecast year in year of expenditure dollars.
31. Total transit system operating cost for the forecast year (including the proposed New Starts Project) in year of expenditure dollars.
32. The proposed sources of operating funds are those anticipated to support operating expenses of a transit system and typically include a mixture of farebox revenues and State and Local funding sources, and may include other sources.

<b>Project Name:</b>			
<b>Transit System Operating Characteristics</b>			
<b>Current Systemwide Characteristics (33)</b>	<b>Number/Value</b>	<b>Future Transit System with New Starts Project (34)</b>	<b>Number/Value</b>
Farebox Recovery Percent		Farebox Recovery Percent	
Number of Buses		Number of Buses	
Number of Rail Vehicles (type)		Number of Rail Vehicles	
Number of Rail Vehicles (type)		Number of Rail Vehicles	
Current Annual Passenger Boardings		Annual Boardings (Forecast)	
Daily Passenger Boardings		Daily Boardings (Forecast)	
Average Fare		Average Fare	
Average Age of Buses			
Average Age of Rail Vehicles			
Average Age of Rail Vehicles			

**Reference Notes:**

33. The Current Systemwide Characteristics information can be the same as reported to the FTA for the National Transit Database.
34. The Future Transit System characteristics with the New Starts project should describe the future transit system at completion of construction of the proposed Project. Information submitted should reflect systemwide characteristics.

Prior State or Local Expenditures for Project Planning/ROW/Overmatch(35)	Project or Funding Type (36)	Value (37)	% of Total Costs	
1)				
2)				
3)				
4)				
5)				
Prior State or Local Expenditures for Project Planning/ROW/Overmatch(38)	Supporting Documentation (39)			
1)				
2)				
3)				
4)				
5)				
Previous New Starts Investments in the Region (40)				
Project Name	Federal Funding Share		State/Local Funding Share	
	Amount	Percent	Amount	Percent

**Reference Notes:**

35. For the specific project, the prior State or Local expenditures for Project Planning, right-of-way, or Overmatch includes all funds expended by the State or local government agencies for project planning, environmental studies, right-of-way purchases, or construction EXCLUDING funds allocated to match federal funds to perform similar tasks.
36. Description of the source of the funds for the overmatch and other expenditures for the project.
37. Approximate dollar value of project planning, environmental studies, and Fair Market Value of right-of-way purchases, or construction activity funded using local or state funding sources EXCLUDING funds allocated to match federal funds to perform similar tasks.
38. This section should correspond to the Prior State and Local Expenditures Section on page 1. Prior State or Local expenditures for Project Planning, right-of-way, or Overmatch includes all funds expended by the State or local government agencies for project planning, environmental studies, right-of-way purchases, or construction EXCLUDING funds allocated to match federal funds to perform similar tasks.
39. This section should reference available supporting documentation submitted in the finance plan. Supporting documentation must show that the funds were allocated towards budget items that directly relate to the specific project and were not used to match federal funds.
40. This should be a brief description of previous New Starts major capital investments within the region including the project name and the amount and percent of federal and Non-Section 5309 New Starts funding sources used for construction.